

**CLASS TITLE:**

**ASSISTANT DIRECTOR,  
ECONOMIC AND SOCIAL  
SERVICES (DHS)**

**Class Code: 02571600**

**Pay Grade: 41A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Human Services, to be responsible for the administrative planning, direction and evaluation of a broad range of social service programs involving income maintenance and economic assistance for the state; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Associate Director with wide latitude for the exercise of independent judgement; work is reviewed through conferences for compliance with policy, provisions of law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, directs and evaluates the effectiveness of various programs, and confers with and advises administrators and regional managers affecting the various programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, direct and evaluate the programs of the state concerning social and economic assistance such as:

The social and economic services to families on Aid to Families with Dependent Children, General Public Assistance and Supplemental Security Income; services include but are not limited to casework, community organizations, information and referral services, social services to adults and children in need, day care, work training and other appropriate services to assist recipients in attaining independence and self-sufficiency; and the activities necessary in administering programs designed to provide economic support to the less fortunate residents of the state including both federally mandated programs and those which the state may determine to essential; programs include Aid to families with Department Children, General Public Assistance, Medical Assistance, Food Stamps and Energy Assistance.

To assist in the coordinating, planning and implementation of various state of the art computer systems related to social service programs.

To assist the Associate Director in the formulation of departmental policy and procedures.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on this evaluation.

To coordinate program planning and development with other state agencies and with private organizations.

To make recommendations to the Associate Director on program planning and implementation on budget requirements and on staffing needs.

To assist the Associate Director and the Division of Labor Relations in the negotiation of labor contracts with the several bargaining units.

To maintain an effective public relations program which will provide in understanding of the department's policy and of the functions and objectives of the various programs.

To work with civic and religious organizations providing social, economic and rehabilitative services to the community.

To review existing laws, proposed legislation, rules and regulations, and make recommendations to the Director.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of administrative planning, direction and evaluation as they apply to adult and family welfare; a thorough knowledge of state and federal laws pertaining to social, economic, rehabilitative and medical service programs; the ability to administratively direct the various social service programs; the ability to evaluate the effectiveness of programs in attaining their objectives and to recommend changes to make them more effective; the ability to motivate the staff to cooperative attainment of departmental goals; the ability to maintain an administer an effective public relations program; the ability to maintain an effective working relationship with subordinates, associates, and superiors and other public and private agencies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a bachelor's degree in social work or public administration from a recognized institution of higher learning; and

Experience: Such as may have been gained through: considerable employment in an administrative and/or responsible supervisory position in a public private social agency that involved planning, directing and evaluating various social service programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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